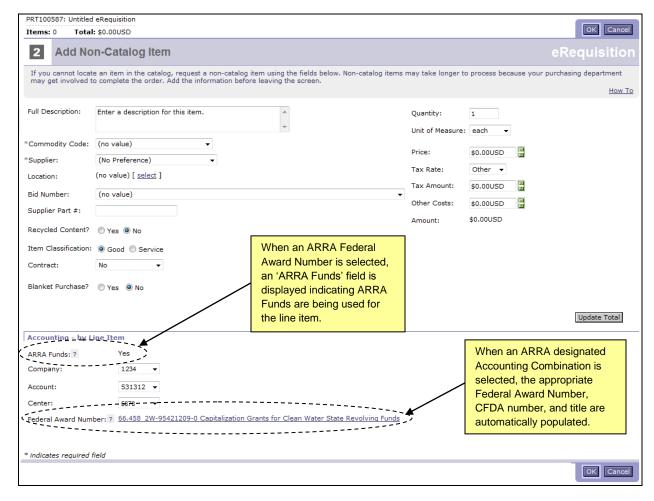


This job aid provides detailed information related to the three primary NC OpenBook fields within the North Carolina E-Procurement system: Federal Award Number, Grant ID, and Bid Number. The functionality outlined below is specific to the Department of Health and Human Services (DHHS).

Federal Award Number

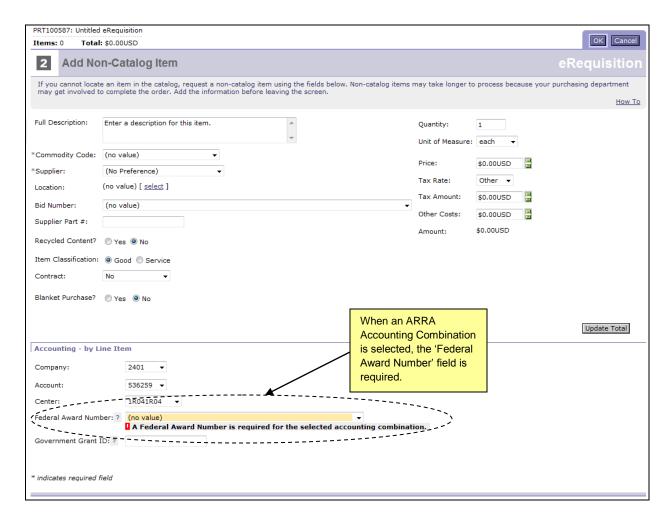
Accounting Combinations created by the North Carolina Accounting System (NCAS) determine the use of Federal Award Numbers on NC E-Procurement transactions. Based on the Accounting information entered on a requisition, a Federal Award Number may be required to complete the transaction.



 When an Accounting Combination (Company, Account, Center) associated with American Recovery and Reinvestment Act (ARRA) funds is selected, NC E-Procurement will default the appropriate Federal Award Number, CFDA number, and award title, based on data provided by the Office of State Budget and Management (OSBM).

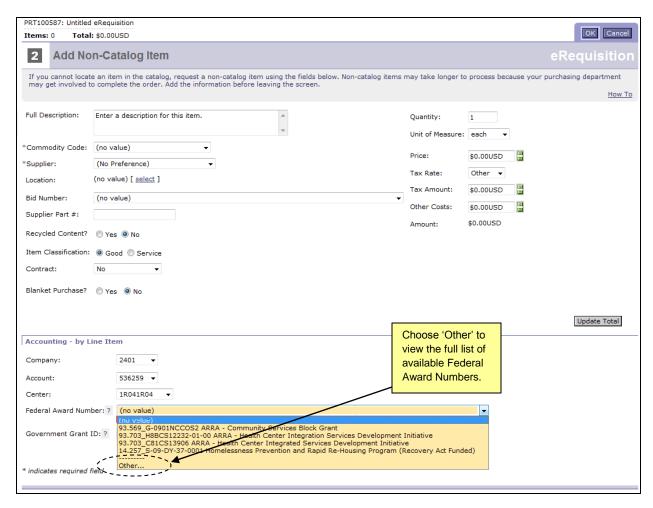
Note: A Federal Award Number is required when using an Accounting Combination associated with ARRA Funds.





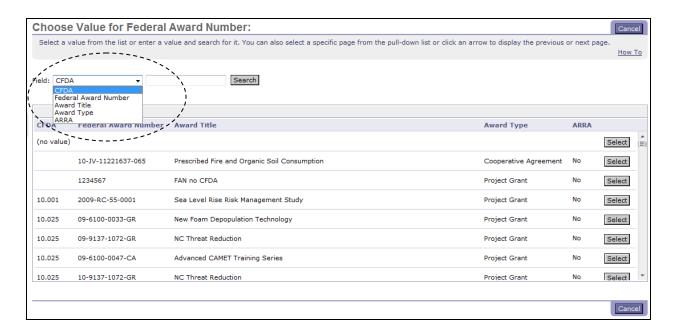
2. If an ARRA designated Accounting Combination is selected and the NC E-Procurement system cannot default the appropriate Federal Award Number, the user will be required to select a value from the pick-list.





3. Select the down arrow next to the 'Federal Award Number' field. If the appropriate Federal Award Number is not displayed as a recent selection, choose 'Other' to view the full list of available Federal Award Numbers.



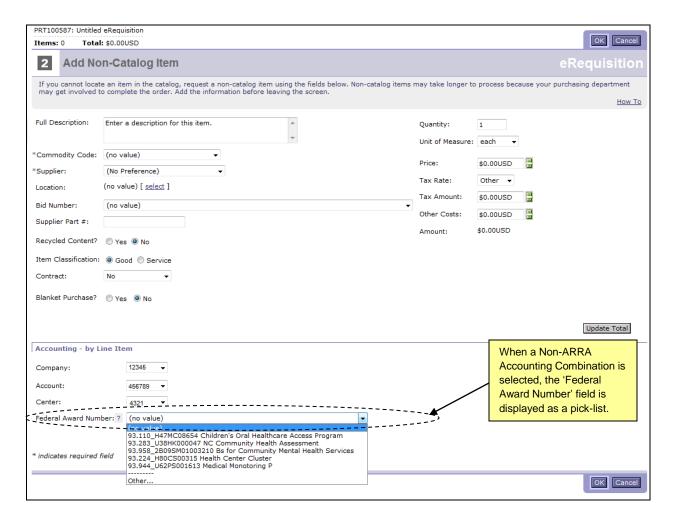


- 4. The 'Choose Value for Federal Award Number' page allows users to search for and select the appropriate Federal Award Number for the line item. The user can search by CFDA, Federal Award Number, Award Title, Award Type, or ARRA indicator.
- 5. Due to the unique management of funds within DHHS, the appropriate Federal Award Number may be ARRA or Non-ARRA. To search by ARRA indicator, select 'ARRA' from the search field dropdown box. Type the word 'yes' to search for Federal Award Numbers tied to ARRA funds.
- 6. To add a Federal Award Number to the line item, click the 'Select' button next to the appropriate value.

Note: NC E-Procurement receives Federal Award Numbers from OSBM nightly, Monday - Friday. A Non-ARRA Federal Award Number or an ARRA Federal Award Number established by 5PM will be available the next business day.

Note: The 'Choose Value for Federal Award Number' page will display a maximum of 500 Federal Award Numbers. If there are over 500 Federal Award Numbers available for selection, utilize the search functionality to narrow your results.

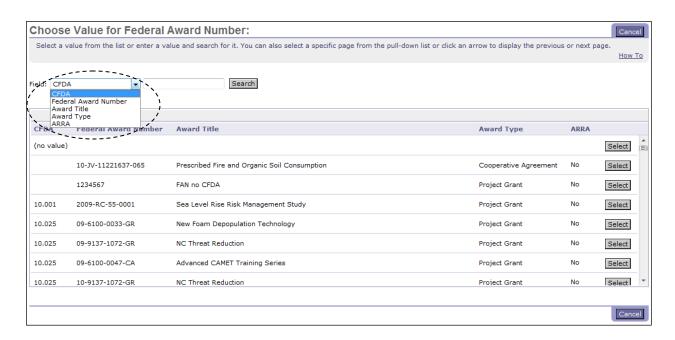




- 7. When a Non-ARRA Accounting Combination is selected, the Federal Award Number field is displayed as a pick-list.
- 8. Select the down arrow next to the 'Federal Award Number' field. If the appropriate Federal Award Number is not displayed as a recent selection, choose 'Other' to view the full list of available Federal Award Numbers.

Note: When selecting an Accounting Combination that represents Non-ARRA federal funding, it is important to use the pick-list to select the appropriate Federal Award Number. This action allows for accurate reporting of state spending related to federal awards.





9. The 'Choose Value for Federal Award Number' page allows users to search for and select the appropriate Federal Award Number for the line item. The user can search by CFDA, Federal Award Number, Award Title, Award Type, or ARRA indicator.

Note: The 'Choose Value for Federal Award Number' page will display a maximum of 500 Federal Award Numbers. If there are over 500 Federal Award Numbers available for selection, utilize the search functionality to narrow your results.

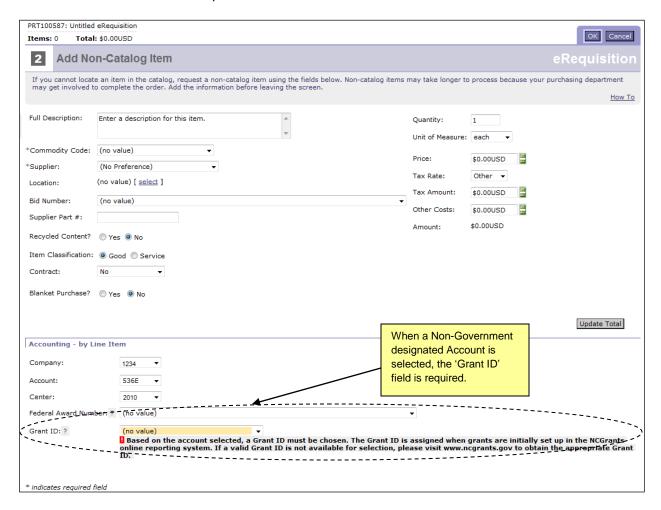
10. To add a Federal Award Number to the line item, click the 'Select' button next to the appropriate value.

Note: The 'Federal Award Number' field has been added to current system search functionality. Please reference the **System Searches** training course for specific information.



Grants

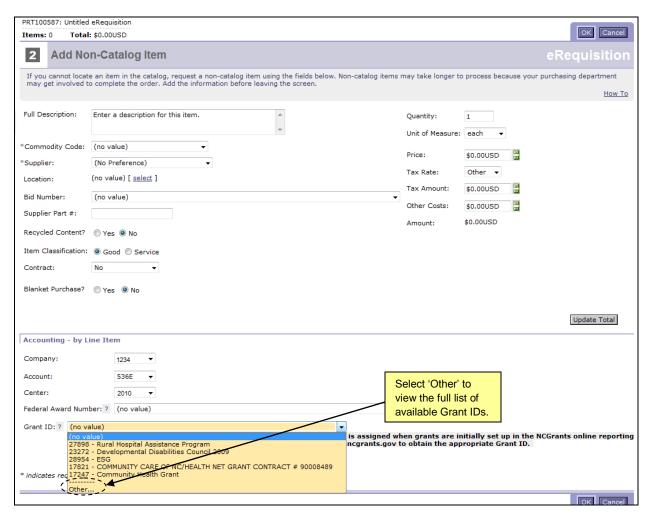
NCAS Accounting Combinations determine the use of Grant Numbers on NC E-Procurement transactions. Based on the Accounting information entered on a requisition, users may be required to select a Grant ID related to their purchase.



1. When a user selects a Non-Government designated Account, the 'Grant ID' field is displayed as a pick-list.

Note: A Grant ID is required when using a Non-Government designated Account.





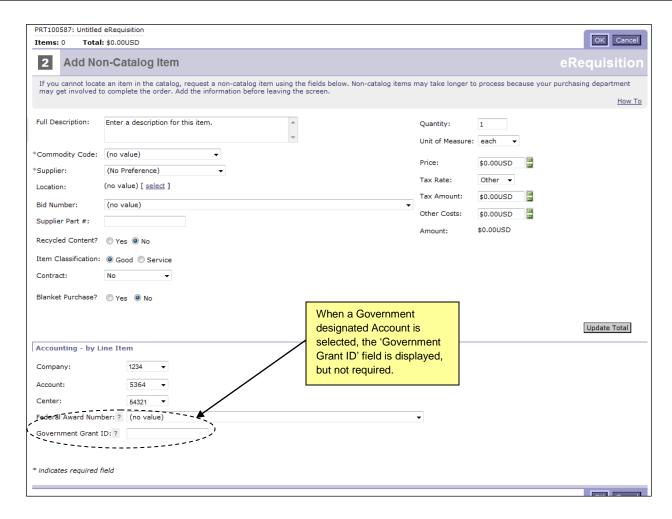
2. Select the down arrow from the 'Grant ID' pick-list. If the appropriate Grant ID is not displayed as a recent selection, choose 'Other' to view the full list of available Grant IDs.





- 3. The 'Choose Value for Grant ID' page allows users to search for and select the appropriate Grant ID for the line item. The user can search by Grant ID, Program Name, or Grantee.
- 4. To add a Grant ID to the line item, click the 'Select' button next to the appropriate value.





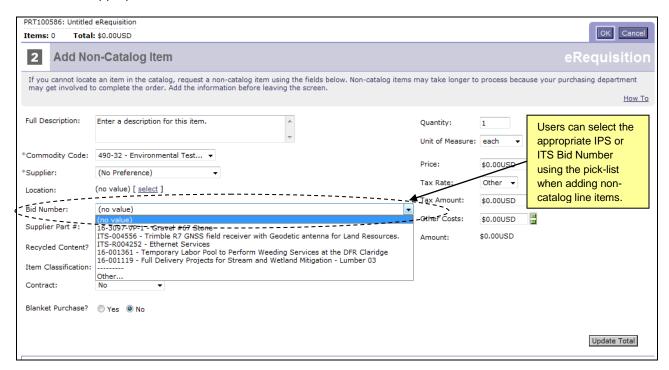
5. When a user selects a Government designated Account, the 'Government Grant ID' field is displayed as a free text field. The 'Government Grant ID' is a non-required field that holds up to 15 characters.

Note: The 'Grant ID' and 'Government Grant ID' fields have been added to current system search functionality. Please reference the **System Searches** training course for specific information.



Bid Number

Items purchased from a catalog in the NC E-Procurement system are associated with a specific State Term Contract ID and Bid Number. When a catalog line item is added to a requisition, the 'Contract ID' and 'Bid Number' fields are automatically pre-populated with the appropriate values. Items purchased using Non-Catalog functionality contain pick-lists for both the Contract ID and Bid Number, allowing users to select the appropriate values for their transaction.



Note: The 'Bid Number' field has been added to current system search functionality. Please reference the **System Searches** training course for specific information.